



**Georgia Department of Behavioral Health & Developmental Disabilities**  
*Frank E. Shelp, M.D., M.P.H., Commissioner*

---

**Division of Developmental Disabilities**

*Two Peachtree Street, NW • Suite 22.406 • Atlanta, Georgia, 30303-3142 • 404-463-8037*

**ANNOUNCEMENT**

**PROVIDER RECRUITMENT AND APPLICATION TO BECOME  
A PROVIDER OF DEVELOPMENTAL DISABILITIES SERVICES**

**To:** Potential Providers of Developmental Disabilities Services  
Regional Coordinators  
Regional Hospital Administrators

**From:** Mary West Barclay, Provider Development Coordinator, Division of Developmental Disabilities

**CC:** Beverly D. Rollins, M.P.A., Executive Director, Division of Developmental Disabilities  
Patricia Rivers, Deputy Director, Division of Developmental Disabilities

**Date:** June 1, 2010

---

The purpose of this memo is to notify you of the recruitment of potential providers of developmental disabilities services.

**Title: Provider Recruitment and Application for Developmental Disabilities Services**

**Background**

**Information:** The Department of Behavioral Health and Developmental Disabilities/Division of Developmental Disabilities (Division of DD) maintains a short term planning list, a long term planning list and a transition list for individuals eligible for developmental disabilities services. These lists are sorted by needs of the individual, service area, and service type. The Division of Developmental Disabilities utilizes the demographics of these lists to recruit for potential provider types based on need in specific regions and counties.

NOTE: The Department of Behavioral Health and Developmental Disabilities/Division of Developmental Disabilities does not guarantee **referrals of individuals with developmental disabilities**. Individuals with developmental disabilities always have choice in the selection of providers.

**Recruitment:** The recruitment cycle will occur two times per year beginning July 1 and January 1. The Department of Behavioral Health and Developmental Disabilities/Division of Developmental Disabilities will begin the first recruitment cycle for new providers beginning July 1, 2010. During this recruitment cycle we are especially interested in recruiting providers to provide services for [Regions 1 and 3](#), especially those who possess the capability to provide Community Residential Alternative (PCH/CLA), Community Living Support, Community Access, Supported Employment, and/or Nursing Services for individuals with complex medical and/or behavioral needs.

PLEASE CLICK ON THE [LINKS](#) ON PAGE TWO IN ORDER TO ACCESS SERVICE SPECIFICATIONS.

**Community Residential Alternative, Community Living Support and Nursing Services**

[COMP Ready Reference Provider Guide](#)  
[Comprehensive Supports Waiver Program \(COMP\) - Part III](#)

**Community Access, Supported Employment**

[NOW Ready Reference Provider Guide](#)  
[New Options Waiver Program \(NOW\) - Part III](#)

**Because of an ongoing need for certain services, the Division will recruit for the following service types at all recruitment cycles.**

**Non-Direct Care Services that include:**

Environmental Accessibility Adaptations, Specialized Medical Supplies, Specialized Medical Equipment, Vehicle Adaptations;

**Therapy Services Professionally Licensed Services – that include:**

CRA/CLS Nursing RN/LPN Services, Adult Occupational Therapy, Adult Physical Therapy, Adult Speech Language Therapy, and Behavioral Supports Consultation, and;

**Single Provider Services that include:**

Financial Support Services (application made through the Division of Community Health), Support Coordination and Community Guide Services.

***Information regarding these continuous recruitment services is also available via the links above.***

**Additional**

**Information:** For detailed information on the recruitment and application process, please read the Department of Behavioral Health and Developmental Disabilities [Provider Recruitment and Application to become a Provider of Developmental Disabilities Services Policy](#).

**Application:** Additional Information including application will be available to those potential providers who successfully meet the *Letter of Intent to Provide Services Form* and pre-qualifier requirements in accordance with the Department of Behavioral Health and Developmental Disabilities Provider Recruitment and Application to become a Provider of Developmental Disabilities Services Policy.

**Training:** Potential Providers of Developmental Disabilities Services that have successfully completed the application process are required to attend training that will take place over a consecutive two week period beginning October 25 through November 5, 2010 in the Metro Atlanta area. Additional information regarding training details including location will be given to those potential providers who successfully complete the *Letter of Intent to Provide Services Form*, pre-qualifiers, application and site visit, as applicable, in accordance with the DBHDD Provider Recruitment and Application to become a Provider of Developmental Disabilities Services Policy.

**Questions:** If you have questions or need additional information after you have read the Policy, you may contact:

Mary West Barclay, Community Provider Development Coordinator  
 Division of Developmental Disabilities  
 Department of Behavioral Health and Developmental Disabilities  
[mwbarclay@dhr.state.ga.us](mailto:mwbarclay@dhr.state.ga.us)

Please be sure to include your name, phone number, and your specific question.